



DEPARTMENT OF PLANNING

VACATION SUBMITTAL REQUIREMENTS

PRE-APPLICATION CONFERENCE: A pre-application conference with a representative from the Department of Planning is required before submitting an application. It is the responsibility of the applicant to schedule the pre-application conference by submitting a completed Pre-Application Conference Request form. See Planning Commission Meeting Schedule for pre-application conference and submittal closings dates.

PRE-APPLICATION SUBMITTAL CHECKLIST: A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required.

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Vacation is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Vacation application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Vacation.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. In most cases, the legal description on the deed is sufficient.

PATENT RESERVATION DOCUMENT (FOR PATENT RESERVATION VACATIONS ONLY): A copy of the original Patent Reservation Document is required.

FEES: \$500 plus \$500 for notification and advertising costs
plus \$30 for recording of Notice of Zoning Action

JUSTIFICATION LETTER: A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required.

VACATION EXHIBIT: (3 folded and 1 rolled) Draw to scale and make legible: the entire subject parcel(s), indicating the location of the proposed vacation.

STATEMENT OF FINANCIAL INTEREST: A completed Statement of Financial Interest is required.